Packaging requirements for travelling exhibition work

1. Your name and the title of your piece on the outside of the packaging.
2. Your name, the title and description of your piece on the inside of the packaging. *E.g. Marigold Smith, 'Incredible textile piece', linen, embroidered with wool hanging*.
3. Hanging instructions (keep these simple) and mounting hardware included inside the packaging.
4. Should your piece require any ironing or steaming please include care instructions not all galleries are familiar with textiles. Include the do nots if applicable e.g. do not iron, do not fold etc.
5. Use minimal amount of packaging while ensuring your piece will not be broken. No protruding pieces should extend from the packaging. If a container (box) is used, it should be able to close completely or if a protective outer cover (plastic) is used it should cover the entire piece.

Include packing instructions for gallery when repacking piece for return.

Example: Roll artwork around wooden hanging rod into a bundle. Put bundle in provided plastic bag. Put plastic bag with artwork in provided box with packing peanuts. Tape box shut.

6. Your piece should be able to be shaken, placed upside down or on its side without damage while in transit.

Other: some galleries require CV's from all members of a group submission. It streamlines the process if these are on the artist web page to be downloaded. Please ensure you have updated your CV on the 'Contextural' artist web page.

If you have further questions please reach out to the exhibitions committee
exhibitions@contextural.ca